

**NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
BISMARCK, NORTH DAKOTA
August 29, 2011**

IM 5129

TO: County Social Service Directors
Economic Assistance Policy Regional Representatives
Economic Assistance Policy Quality Control Reviewers

FROM: Carol Cartledge, Director, Economic Assistance Policy

SUBJECT: Recoupment of TANF Overpayments

PROGRAMS: TANF

EFFECTIVE: October 1, 2011

RETENTION: Until Manualized

SECTIONS

AFFECTED: 400-19-130-25 – Recoupments

Currently, TANF policy states overpayments are recouped from the TANF benefit and Special Items of Need (excluding Transition Assistance). Overpayments will not be recouped from JOBS Transportation Supportive Services or Diversion. Effective with the Benefit Month of October 2011, recoupments of regular TANF, Transition Assistance, Kinship Care and Diversion overpayments will be processed as follows:

1. All regular TANF, Transition Assistance and Special Items of Need are considered assistance. Therefore, TANF overpayments can be recouped from other TANF Benefits, including Transition Assistance, Kinship Care, Special Items of Need and JOBS Supportive Services other than Transportation. Special Items of Need include Child Restraint Seat Reimbursement, Essential Services Reimbursement, GED/HS Diploma Incentive, Health Insurance Reimbursement, Health Tracks Reimbursement, Special Project Incentives, Special Projects Work Subsidies, and Unforeseen Circumstances.
2. JOBS Supportive Services are considered assistance with the exception of the Transportation allowance for an individual who is employed.
 - a. Transportation Allowances – TANF Policy does not allow

overpayments for Transportation Allowances to be established. Therefore, recoupments are not made for Transportation.

- b. All other JOBS Supportive Services overpayments can be recouped from other TANF Benefits, including Transition Assistance, Kinship Care and JOBS Supportive Services other than Transportation. JOBS Supportive Services include Care of an Incapacitated HH Member, Job Readiness, License, Certification & Exam Fees, Relocation Assistance, Tools for Employment, Tuition Assistance, Relocation Assistance, etc.

Note: When payment of any of these JOBS Supportive Services is made through the Vendor Payment Process, a manual overpayment must be established under the Type Code of TANF.

- 3. TANF Kinship Care is considered assistance. Therefore, all Kinship Care overpayments can be recouped from other TANF Benefits, including Transition Assistance, Kinship Care, Special Items of Need and JOBS Supportive Services other than Transportation. Kinship Care includes the Kinship Care Grant, Child Care Employment, Child Care Training/Work Search, Clothing Allowance, Emergency Need, Legal Services Reimbursement, School Supplies and Activities, and Transportation Reimbursement.

Note: When a payment of any of these Kinship Care Supportive Services is made through the Vendor Payment Process, a manual overpayment must be established under the Type Code of TANF.

- 4. Diversion benefits are not considered assistance.
 - a. Transportation Allowances under Diversion – TANF Policy does not allow overpayments for Transportation Allowances to be established. Therefore, recoupments are not made for Transportation.
 - b. Diversion benefits can only be recouped from Diversion benefits. Diversion benefits include Emergency Household Needs, Child Restraint Seat Reimbursement, Essential Services Reimbursement, GED/HS Diploma Incentive, Health Insurance Reimbursement, Health Tracks Reimbursement, Job Related Expenses, and Unforeseen Circumstances.

The Vision system has been enhanced to process recoupments based on TANF Policy.